



# SDI Online Tips for Employers

The following information will assist you in creating a State Disability Insurance (SDI) Online account, and submitting Disability Insurance (DI) forms through SDI Online.

To register for an SDI Online account, the company must be registered with the EDD as an employer in the State of California. Employees representing the company can complete and submit claim information on behalf of the registered employer once they have been added to the account.

## Getting Started

**To create an SDI Online account, you will need:**

- Legal name.
- Valid e-mail address.
- Employer account number (an 8-digit number, also known as a state Employer Identification Number (EIN), that should not contain any spaces or dashes).
- Employer ZIP code.
- Total subject wages from the most recent Quarterly Contribution Return and Report of Wages, DE 9C (wages should be a number with two digits after the decimal that should not contain commas or dollar sign).

## Using SDI Online

**To complete and submit forms through SDI online, you will need:**

- Your username and password.
- Claimant's receipt number (as provided by the claimant) or claim ID (found on the Notice to Employer, DE 2503).
- Claimant's last name, employment status, hours worked per week, hourly rate, and last day of work.
- Additional wages paid to the claimant and pay dates (if applicable).
- Claimant's workers' compensation benefit information (if applicable).

### After filing:

- Save the receipt number for future reference.
- Check for messages in your SDI Online account.
- Keep SDI Online account information current (address, phone numbers, etc.).